

CITY OF EL PASO, TEXAS
DEPARTMENT HEAD'S SUMMARY REQUEST FOR COUNCIL ACTION (RCA)

DEPARTMENT: BUILDING PERMITS & INSPECTIONS

AGENDA DATE: DECEMBER 14, 2004

CONTACT PERSON/PHONE: ESTELA BACA-

DISTRICT(S) AFFECTED: 6

SUBJECT:

APPROVE a resolution / ordinance / lease to do what? **OR AUTHORIZE** the City Manager to do what? Be descriptive of what we want Council to approve. Include \$ amount if applicable.

Estela Baca to close off the 1000 block of Navarrette on December 19, 2004 from 12:00pm to 5:00pm for a block party (matachines). Approximately 20 persons will take part with 20 spectators anticipated. Barricades must be manned according to the State's "Manual of Uniform Traffic Control Devices." (District 6) [Estela Baca]

BACKGROUND / DISCUSSION:

Discussion of the what, why, where, when, and how to enable Council to have reasonably complete description of the contemplated action. This should include attachment of bid tabulation, or ordinance or resolution if appropriate. What are the benefits to the City of this action?

The Office of Building Permits & Inspections recommends approval for Estela Baca to hold a block party on December 19, 2004. The department has no objections with this event.

PRIOR COUNCIL ACTION:

Has the Council previously considered this item or a closely related one? If so, when?

N/A

AMOUNT AND SOURCE OF FUNDING:

How will this item be funded? Has the item been budgeted? If so, identify funding source by account numbers and description of account. Does it require a budget transfer?

N/A

BOARD / COMMISSION ACTION:

Enter appropriate comments or N/A

N/A

*****REQUIRED AUTHORIZATION*****

LEGAL: (if required) _____ **FINANCE:** (if required) _____

OTHER:

(Example: if RCA is initiated by Purchasing, client department should sign also)

Information copy to appropriate Deputy City Manager

APPROVED FOR AGENDA:

CITY MANAGER: _____

DATE: _____

DATE: November 30, 2004

TO: CITY CLERK

FROM: Estela Baca

Telephone No.
(8:00 AM – 5:00 PM)

Please place the following item on the **CONSENT** Agenda for the Council Meeting of:

December 14, 2004

Item should read as follows:

Estela Baca to close off the 1000 block of Navarrette on December 19, 2004 from 12:00pm to 5:00pm for a block party (matachines). Approximately 20 persons will take part with 20 spectators anticipated.

Barricades must be manned according to the State's "Manual of Uniform Traffic Control Devices."

(District 6) [Estela Baca]

SPECIAL INSTRUCTIONS:

BUILDING PERMITS & INSPECTIONS USE Item No. _____

☒ POLICE DEPARTMENT

☒ FIRE DEPARTMENT

☒ SUN METRO

☐ PARKS DEPARTMENT

☒ ENGINEERING/TRAFFIC

☐ TXDOT

☐ STREET DEPARTMENT

☐ CIVIC CENTER

☒ COMPLETE

REQUEST FOR TEMPORARY USE OF CITY STREETS, SIDEWALKS, AND OTHER PUBLIC PLACES

Fees: \$15.75 One event to take place on one day.

[36010119/404123]

\$21.00 Multiple permits for two or more similar events to take place on consecutive days. **(Please note:** a street may not be continuously blocked for more than 24 consecutive hours. If a multiple use permit is granted, the street must be cleared, cleaned and opened between the two separate uses.)

(Please type or print)

1. Applicant:

Estela Baca

(Person/Organization)

Contact Person:

Estela Baca

Name

Street Number

City

State

Zip Code

Telephone No.

Between 8:00 AM - 5:00 PM

2. Type of Event:

Religious Celebration - Matachines.

(Moving)

☐ Parade
☐ Demonstration
☐ Foot Race/Walk
☐ Bike Race
☐ Other: _____

(Stationary)

☒ Block party
☐ Bazaar
☐ Festival
☐ Sidewalk Sale
☐ Other: _____

3. Date of Event:

Dec. 19, 2004

Total Time of Event:

from 12:00 p.m. to 5:00 p.m.
(Time) (Time)

Time in which police traffic control services will be needed:

from 0 to 0

This is the time in which police officers will be moving your event on the streets. This is the time for which you will be charged for police traffic control.

12/14

4. Approximate number of participants:

20 Persons Vehicles Animals Other Specify:

*Section 13.32.100 requires you to keep the parade route clean and free of animal excrement during the parade.

5. Approximate or anticipated number of spectators: 20

6. Purpose of Event: (i.e. fund-raiser, school activity, etc.)

religious celebration

If this is a fund-raiser and you estimate that you will raise over \$500, please list your Charitable Solicitation Permit number:

7. Proposed Route: (streets, parks, sidewalks to be used or blocked)

ATTACH A CLEAR AND SPECIFIC HAND DRAWN MAP

CLOSING NAVARRETTE (1000 BLOCK OF NAVARRETTE)

Location of assembly area, if separate or different:

IMPORTANT INFORMATION REGARDING TRAFFIC CONTROL:

If traffic control will be provided by the El Paso Police Department for a moving event, you must submit a map of the route for the event. The Police Department will then prepare a traffic control plan along with an estimated cost for their services as provided in Section 13.32.110. You will be billed for the actual cost after the event.

If traffic control will not be provided by the El Paso Police Department, then you must submit a map and written traffic control plan to Building Permits & Inspections or the Engineering/Traffic Division, not less than seven days prior to the date of the event.

You will also be responsible for paying for and providing any barricades and signs. The barricading shall be manned and the barricading and signing shall comply with the provisions set forth in the State's

"Manual of Uniform Traffic Control Devices." Please feel free to contact the City's Engineering/Traffic Division, 6th Floor, 541-4050, for more information.

8. Amplification devices to be used: Yes ✓ No

Use permitted only between the hours of 7 a.m. and 10 p.m.

If amplification is being requested, number of and sound amplifying capacity of microphones, amplifiers and speakers proposed to be used. Also, state whether or not the purpose is advertising any goods, property, services, or entertainment, the primary purpose of which advertising is the making of a profit for a business.

Regarding the use of San Jacinto Plaza, amplification may only be used on the stage. If you wish to use this area, you must also contact the Parks and Recreation Department, 6th Floor, and reserve the stage. A fee is charged for the use of this area. Additionally, other ordinances may apply to or restrict the use of city-owned property, including parks.

9. Method of Street and Right-of-Way cleaning:

SELF

Section 13.32.100 requires you to clean the streets, sidewalks, and other rights-of-way from all event litter and debris, including that left by spectators. In the event that you do not clean these areas, the City may perform such cleaning and you will be charged. You may also arrange in advance to have the Street Department perform the cleaning for a charge by filling out a separate request form and submitting it to Building Permits & Inspections Office no later than fourteen days prior to the date of the event.

RELEASE: In consideration of the permit for use of city streets, sidewalks, and other places held for public use, it is understood that the applicant(s) contained herein do hereby release and discharge the City, and its respective officers, directors, agents, and employees, jointly and severally, from any and all liability for illness, injuries and damages that may be suffered which arise out of or result from participation in this event.

Estelle Bae
Signature of Applicant

11/30/04
Date

For

(Organization/Sponsor, if any)

Please note: If the parade or temporary event is designed to be held by or for any person other than the applicant, the applicant shall attach a communication in writing from the person authorizing the applicant to apply for the permit.

52009

Revised 07/2002

For Office Use Only

Event: Estela Baca Block Party

\$15.75 Fee Paid: 0433303-2 11/30/2004 001 11
\$21.00

City Council Hearing: December 14, 2004

Copy to:

☒ Police Department
☒ Fire Department
☒ Sun Metro
☐ Parks Department

☒ Engineering-Traffic Div.
☐ Highway Department
☐ Street Department
☐ Civic Center

Comments:

PERMIT

EVENT: Estela Baca Block Party

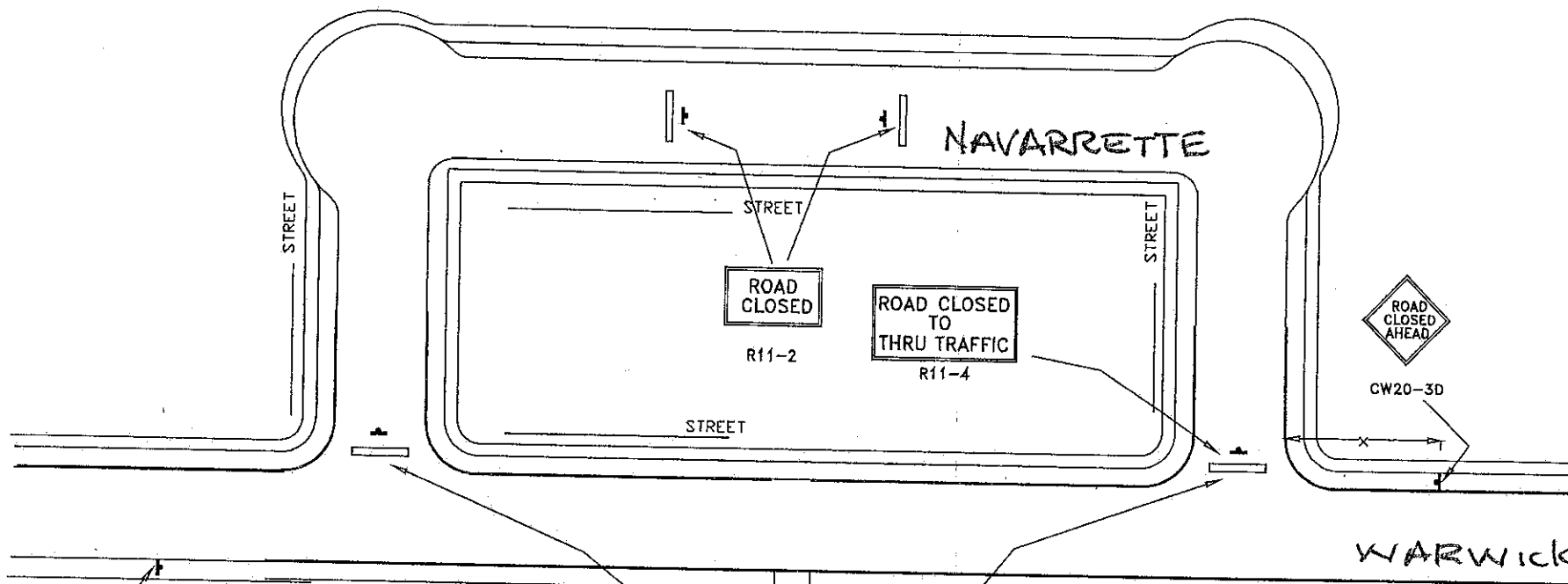
LOCATION Navarrette, Warwick

DATE OF EVENT: December 19, 2004 from 12:00pm to 5:00pm

City Council Action: ☐ Approved ☐ Disapprove ☐ Approve W/Mod

Date Permit Issued: _____ Permit No.: _____

R. Alan Shubert, P.E.
BUILDING PERMITS & INSPECTIONS DIRECTOR



TRAFFIC CONTROL PLAN
 SHALL COMPLY WITH THE LATEST EDITION OF THE TEXAS
 MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES
ONE DAY PERMIT UNLESS NOTED

CLOSURE DATE: 12-19-04
 TIME: 12:00 PM to 5:00 PM

BY: N. CHAVEZ DATE: 11/30/04
 ENGINEERING TRAFFIC DIVISION

NOTE: 1. FLASHING WARNING LIGHTS WILL BE USED FOR NIGHT TIME BARRICADING.

POSTED SPEED (MPH)	"X" SIGN SPACING (FEET)
30	120
35	160
40	240
45	320
50	400
55	500

APPLICANT'S NAME: Estela Baca
 ADDRESS: _____
 TELEPHONE: _____
 DATE OF CLOSURE: 12/21/03

LEGEND
 1 SIGN
 TYPE III BARRICADE

PROJECT NAME	TRAFFIC CONTROL PLAN
SCALE	1" = 40'
ENGINEER'S SEAL	
DATE	12/21/03
BY	N. CHAVEZ
CHECKED BY	
APPROVED BY	
TITLE	ENGINEERING
SHEET	1

For Office Use Only

Event: Estela Baca Block Party\$15.75 Fee Paid: 0433303-2 11/30/2004 001 11
\$21.00City Council Hearing: December 14, 2004

Copy to:

<input checked="" type="checkbox"/> Police Department	<input checked="" type="checkbox"/> Engineering-Traffic Div.
<input checked="" type="checkbox"/> Fire Department <i>CJW 11.19.05</i>	<input type="checkbox"/> Highway Department
<input checked="" type="checkbox"/> Sun Metro	<input type="checkbox"/> Street Department
<input type="checkbox"/> Parks Department	<input type="checkbox"/> Civic Center

Comments:

PERMITEVENT: Estela Baca Block PartyLOCATION Navarrette, WarwickDATE OF EVENT: December 19, 2004 from 12:00pm to 5:00pmCity Council Action: ☐ Approved ☐ Disapprove ☐ Approve W/Mod

Date Permit Issued: _____ Permit No.: _____

R. Alan Shubert, P.E.
BUILDING PERMITS & INSPECTIONS DIRECTOR

For Office Use Only

Event: Estela Baca Block Party

\$15.75 Fee Paid: 0433303-2 11/30/2004 001 11
\$21.00

City Council Hearing: December 14, 2004

Copy to:

☒ Police Department
☒ Fire Department
☒ Sun Metro
☐ Parks Department

☒ Engineering-Traffic Div.
☐ Highway Department
☐ Street Department
☐ Civic Center

Comments:

TRAFFIC HAS NO OBJECTIONS TO PROPOSED
Event. Traffic Control As Per Plan

[Signature]
11/30/04

PERMIT

EVENT: Estela Baca Block Party

LOCATION Navarrette, Warwick

DATE OF EVENT: December 19, 2004 from 12:00pm to 5:00pm

City Council Action: ☐ Approved ☐ Disapprove ☐ Approve W/Mod

Date Permit Issued: _____ Permit No.: _____

R. Alan Shubert, P.E.
BUILDING PERMITS & INSPECTIONS DIRECTOR

For Office Use Only

Event: Estela Baca Block Party\$15.75 Fee Paid: 0433303-2 11/30/2004 001 11
\$21.00City Council Hearing: December 14, 2004

Copy to:

☒ Police Department
☒ Fire Department
☒ Sun Metro
☐ Parks Department☒ Engineering-Traffic Div.
☐ Highway Department
☐ Street Department
☐ Civic Center

Comments:

Sun Metro has no objection
to the street closure.L. Lujan 11/30**PERMIT**EVENT: Estela Baca Block PartyLOCATION Navarrette, WarwickDATE OF EVENT: December 19, 2004 from 12:00pm to 5:00pmCity Council Action: ☐ Approved ☐ Disapprove ☐ Approve W/Mod

Date Permit Issued: _____ Permit No.: _____

R. Alan Shubert, P.E.
BUILDING PERMITS & INSPECTIONS DIRECTOR

For Office Use Only

Event: Estela Baca Block Party

☐ Fee Paid: 0433303-2 11/30/2004 001 11
☐ Date

City Council Hearing: December 14, 2004
Date

Copy To:

☒ Police Department
☒ Fire Department
☒ Sun Metro
☐ Parks Department

☒ Engineering-Traffic Div.
☐ Highway Department
☐ Street Department
☐ Civic Center

Comments:

The El Paso Police Department has no objection with this event.

The Department will monitor the event as necessary with the district car.

There will be no cost to city or applicant.

04-167

PERMIT

EVENT Estela Baca Block Party

LOCATION: Navarrette, Warwick

DATE OF EVENT: December 19, 2004 from 12:00 P.M. to 5:00 P.M.

CITY COUNCIL ACTION: Approve Disapprove Approve w/ Mod

Date Permit Issued: _____ Permit No.: _____

Building Permits & Inspections Director

JOE WARDY
MAYOR

JOYCE WILSON
CITY MANAGER

R. ALAN SHUBERT, P.E.
DIRECTOR



December 6, 2004

**BUILDING PERMITS &
INSPECTIONS DEPARTMENT**

CITY COUNCIL

SUSAN AUSTIN
DISTRICT NO. 1

ROBERT A. CUSHING, JR.
DISTRICT NO. 2

JOSE ALEXANDRO LOZANO
DISTRICT NO. 3

JOHN F. COOK
DISTRICT NO. 4

PAUL J. ESCOBAR
DISTRICT NO. 6

VIVIAN ROJAS
DISTRICT NO. 7

ANTHONY W. COBOS
DISTRICT NO. 8

Estela Baca

FROM: Building Permits & Inspections
SUBJECT: Application for use of City Streets/Sidewalks (in connection with a
Parade, Walk, Run, etc.)

This is only a recommendation from Building Permits & Inspections to the Mayor and Council. They will make the final determination at the City Council Meeting on December 14, 2004 at 9:00am. We recommend a representative be present to answer any questions that City Council may have.

REQUEST:

Estela Baca to close off the 1000 block of Navarrette on December 19, 2004 from 12:00pm to 5:00pm for a block party (matachines). Approximately 20 persons will take part with 20 spectators anticipated. Barricades must be manned according to the State's "Manual of Uniform Traffic Control Devices." (District 6) [Estela Baca]

RESPONSES:

No objections from Fire, Sun Metro, Traffic/Engineering. The El Paso Police Department has no objection with this event. The Department will monitor the event as necessary with the district car. There will be no cost to city or applicant. The Office of Building Permits & Inspections recommends approval.

A handwritten signature in black ink, appearing to read "R. Alan Shubert".

**R. ALAN SHUBERT, P.E.
BUILDING PERMITS & INSPECTIONS DIRECTOR**